



# Department of Defense INSTRUCTION

January 21, 1992  
**NUMBER 1215.16**

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ASD( FM&P)

SUBJECT : Reserve Officers Training Corps (ROTC) Procurement  
Resources Report

References: (a) Comptroller of the Department of Defense  
Report, "Office of the Secretary of Defense,  
Operation and Maintenance Overview, " annual  
edition  
(b) Comptroller of the Department of Defense  
Memorandum, "**Budget Guidance**", annual issuance  
(c) Section 2110 (a) (2) of title 10, United States  
Code  
(d) DoD Directive 1350.2, "The Department of Defense  
Military Equal Opportunity Program, "  
December 23, 1988

## A. PURPOSE

This Instruction establishes policy, assigns responsibilities, and prescribes procedures for the reporting of Service ROTC resource data.

1. Provides single-source guidance for the accounting of all resource costs which support a ROTC program.

2. That information is required for preparation of congressional testimony by the Assistant Secretary of Defense (Force Management and Personnel) (**ASD(FM&P)**) and to respond to congressional inquiries about DoD resources for military officer accession programs.

3. The need for such standardization has been noted by the General Accounting Office and the Congress.

## B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense and the Military Departments (including their National Guard and Reserve components). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

## c. DEFINITIONS

Terms used in this Instruction are defined in enclosure 1.

D. POLICY

It is DoD policy to use the most cost-effective resources in providing training and education for ROTC cadets. To support the planning, programing, and budgeting process, **and/or** budget execution process, the Services shall report annually accurate, consistent, and complete cost information identified with their ROTC programs. Information submitted to the Office of the Assistant Secretary of Defense (Force Management and Personnel) (**OASD(FM&P)**) which is commensurate with the current President's Budget shall be considered the official costs, and shall be the basis for responding to congressional as well as public inquiries.

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management and Personnel) shall:

a. Administer this Instruction through a request for annual submission of resource **reports** from the **Military Departments** within 30 days after the **President's** Budget has **been** submitted to the Congress.

b. Ensure that the Military Departments comply with requirements through certification of inputs for consistency and completeness.

c. Provide additional **guidance** and/or clarification to the Military Services, as **necessary**, for their data submissions.

2. The Secretaries of the Military Departments shall:

a. Develop within their existent organizational structure the capability to collect, maintain, and submit on . specified formats information on resources used by the active force and the Reserve components in support of their ROTC programs.

b. Designate a focal point responsible for transmitting the requested information to the **OASD(FM&P)**. The office so designated shall identify a liaison to provide clarification or explanation of data, if necessary.

c. Furnish, on request, to the **OASD(FM&P)** the completed forms in enclosures 2 through 7 of this Instruction.

d. **Coordinate** with the Assistant Secretary of Defense (**Reserve Affairs**) (**ASD(RA)**), on all ROTC input and data related to the commissioning of officers for immediate service in a Reserve Component of the Armed Services.

F. PROCEDURES

1. General. All resource information applicable to the ROTC program in support of the active force and the Reserve Components, defrayed under any DoD appropriation, is to be reported on an actual or estimated basis. Resources to be reported are those **funded** under the following:

a. **Active** and Reserve Military Personnel Accounts (**Service personnel**, cadet subsistence, travel, and uniforms).

b. Operation and Maintenance (O&M) funds for supplies, equipment, and facilities to include items provided on a reimbursable or nonreimbursable basis by another organizational segment of the reporting Service.

c. Procurement items (computers and systems, etc.) .

2. Reporting and Record Keeping. Minimum reporting and record keeping requirements for resources identified with ROTC programs are as follows:

a. The Army, the Navy, the Air Force, and the Marine Corps shall submit **annually** individual reports on the costs and budgets for their respective ROTC programs and, if applicable, supplemental school programs. Although the Marine Corps does not have its own ROTC program, it shall report those resources used in support of the Naval ROTC program.

b. Reports developed for the **OASD(FM&P)** shall be consistent with data in the current President's Budget request as well as those amounts displayed in the Comptroller's Report (reference (a)). All costs shown on the specified formats shall be in current dollars for each fiscal year (**FY**) addressed.

(1) Within 30 days after the President's Budget has been submitted to the Congress (about February 20th), the Services shall annually submit data to cover 4 FYs:

(a) The previous **FY** finished (actual).

(b) The current FY.

(c) The budgets for the 2 forthcoming FYs.

(2) As specified on the formats, the following two estimates shall be provided for the current FY:

(a) The current year's authorized request.

(b) The Services' best current estimate consistent with costs submitted in the latest President's Budget.

c. For each format in enclosures 2 through 7, fill in the applicable blanks identifying the active force or Reserve component supporting the ROTC program, date prepared, and FY reported.

d. Projected **and/or** estimated inflation rates used in the computation of military pay, civilian pay, and the O&M shall be those provided annually in the Comptroller of the DoD Memorandum, "**Budget** Guidance'", (reference (b)) .

e. Costs incurred in the **conduct** of multiple programs and consolidated under a single budget item shall be separated for reporting on the applicable formats. For example, if multiple officer, programs (ROTC, academies, officer candidate schools **and/or** the officer training school) are accounted under one budget element (i.e., communications **and/or** automation) , costs shall be allocated or prorated among the programs and reported under the appropriate heading. A prorated or allocated cost shall be shown with an asterisk denoting that the cost is an estimate rather than a specific amount for which records are maintained.

f. Each Service (to include data for the Reserve Components) shall submit only those formats for which manpower or funds have been committed to an ROTC program and, if applicable, any supplemental programs in support of their ROTC program. Manpower resources shall be reported by the component in which the officer or enlisted personnel serve.

g. If the total annual amount allocated to an individual cost category shown on the "Reserve Officers Training Corps Resources Summary **Report**" (DD Form 2609) is less than \$500, it need not be reported under this requirement.

#### G. INFORMATION REQUIREMENTS

The annual reporting requirements in paragraph **F.2.a.**, above, is assigned Report Control Symbol DD-FM&P(A)1874.

#### H. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.



Christopher Jehn  
Assistant Secretary of Defense  
(Force Management and Personnel)

Enclosures - 8  
1. Definitions

2. Completion instructions for **DD** Form 2609, "RESERVE OFFICERS TRAINING CORPS RESOURCES SUMMARY REPORT," NOV 91
3. Completion instructions for **DD** Form 2610, "RESERVE OFFICERS TRAINING CORPS MANPOWER RESOURCES," NOV 91
4. Completion instructions for **DD** Form 2611, "RESERVE OFFICERS TRAINING CORPS ENROLLMENT DATA," NOV 91
5. Completion instructions for **DD** Form 2612, "RESERVE OFFICERS TRAINING CORPS SCHOLARSHIP **DATA**," NOV 91
6. Completion instructions for **DD** Form 2613, "RESERVE OFFICERS TRAINING CORPS NON SCHOLARSHIP DATA," NOV 91
7. Completion instructions for **DD** Form 2614, "RESERVE OFFICERS TRAINING CORPS COMMISSIONS," NOV 91
8. Completion instructions for **DD** Form 2615, "SUPPLEMENTAL TRAINING IN SUPPORT OF RESERVE OFFICERS TRAINING CORPS," NOV 91

## DEFINITIONS

1. **Military Personnel Appropriation** and/or **Reserve Personnel Appropriation**. Those costs associated with pay and allowances for military personnel involved with ROTC programs that are accounted for under Military Personnel Appropriations (**MPA**) and/or the Reserve Personnel Appropriations (**RPA**) . If applicable, include National Guard Personnel Appropriations with the Reserve Personnel Appropriations. The costs requested include pay and allowances for active duty personnel, Reserve personnel assigned to full-time duty (i.e. , Active Guard/Reserve status on active duty or full-time National Guard duty) , personnel in the Selected Reserves, and personnel in the Obligated Reserve Section (to include cadets and midshipmen).

a. **Staff and/or Support Personnel**. The total amount of pay and allowances to include retirement accrual for officers and enlisted personnel assigned to permanent duty and for temporary duty in support of the ROTC program.

(1) Pay and allowances to military personnel assigned administrative responsibilities and duties at field and/or regional organizations as well as higher headquarters.

(2) Pay and allowances to military personnel assigned to operational units (colleges and universities) to include instructors as well as support personnel.

(3) Reserve personnel using man-day spaces (Active Duty for Training or Active Duty for Special Work) in support of ROTC courses, field training, and summer camp sessions.

(4) Pay and allowances to military personnel engaged in the basic and advanced training of ROTC cadets.

For that requirement, military pay of active force and Reserve personnel should be computed using an established Composite Standard Rate Schedule (which includes basic pay, retired pay accrual, Basic Allowance for Quarters, Permanent Change of Station, Incentive, Special Pay and misc.) for officers and enlisted personnel based on an average workyear cost. Military pay for Reserve personnel may be computed using a composite standard rate for officer and enlisted Reserve personnel or a force structure rate (i.e., number of personnel times average rate for grade) .

b. **Cadet Pay**. The total amount of pay and allowances paid to both scholarship and **nonscholarship** cadets attending summer camp and field training (to include funds to any Advanced Training Program) .

c. **Cadet Subsistence**. The total amount for all subsistence

allowances provided to both scholarship and non-scholarship cadets during the academic year. Specifically, the monthly allowance provided to cadets enrolled in the basic and advanced courses, and payments for subsistence while at summer camps and field training.

d. Cadet Travel. The total amount paid to cadets for all travel costs whether as a direct payment or on a reimbursable basis. It is the total of funds provided for ROTC students to and from summer camp and field training as well as initial travel for scholarship cadets to the educational institution and upon discharge from the ROTC program.

e. Cadet Other. The total of all remaining costs (not in definition 1a. through 1.d.) paid to cadets under the heading of **"Active or Reserve Military Appropriations" account**. That heading would include uniform expenses both issue-in-kind and commutation costs.

2. Operation and Maintenance (O&M) Appropriations. Those costs in support of the ROTC program which are accounted for under the DoD heading of **"Operation & Maintenance (O&M) Appropriations"** to include funding for the Reserve **and/or** Guard (i.e., Operation & Maintenance Army Reserve (OMAR)).

a. Civilian Pay. O&M funds for direct hire civilian personnel assigned to duties supporting military officer procurement for the ROTC program. That category would include civilian **man-**day spaces in support of basic or advanced training to include the proration of facilities support and overhead personnel. It includes O&M funds for civilians in field **and/or** regional organizations as well as those at higher headquarters whose principal functions are to support the ROTC program.

b. Travel. The total amount for travel expenses by military personnel and civilians in support of the ROTC program. Do not include cadet travel costs (item 1d) .

c. Advertising. O&M funds expended on national and local recruitment advertising in support of the ROTC program. Those include not only funds expended for media time, but contractor management and production costs (e.g., contractor labor, overhead, and administrative) associated with the acquisition of such media. Additionally, it includes funds expended on promotional materials, advertising research, sales report literature, printed materials, direct mail, list purchases, and miscellaneous expenses associated with advertising.

d. Audio and/or Visual Items. O&M funds expended for audio **and/or** visual supplies and services paid for either on a direct or a reimbursable basis. Additionally, it would include the cost for any art or display work performed by a contractor.

e. **Computers (Automation)**. O&M funds expended on computer systems designed to manage or account for ROTC cadets to include the management of items in support of the ROTC program. The cost of in-house development and/or purchase of software to include support programs such as models, databases, or utilities. Provide costs for systems utilized in administration or training seat (reservation) programs. Further, add costs of telecommunications equipment and dedicated data links for computer systems. If telecommunication lines cannot be separately identified for computer support, then include costs with communication costs.

f. **Communications**. O&M funds expended for telephone calls, purchase of telecommunication equipment and the cost of any leased lines. Included in that resource category are funds for commercial, Federal and military charges, and the acquisition of leased communication systems.

g. **Scholarships**. O&M funds expended for ROTC scholarships to include tuition costs, academic books, laboratory fees, and other related expenses accounted for under that heading.

h. **Education Skills**. O&M funds expended on the educational training of ROTC cadets to include supplemental instruction courses (i.e., enhancement of English skills, and basic training skills, etc.).

i. **Advanced and/or Basic Camp costs**. O&M funds expended in support of basic or advanced training sessions to include any identifiable base operations costs, training camp overhead, additional contractual support, and operating supplies and equipment.

j. **Real Property Maintenance**. O&M funds for Real Property Maintenance to include utility costs associated with buildings on military installations. Do not include the cost of **capital** equipment over \$15,000 nor engineering projects costing in excess of \$200,000.

k. **Other (ROTC Support)**. O&M funds for all other expenses (not in definition 2a. through 2.j.) used in support of the ROTC program. That would include funds for the following:

(1) Operating and maintaining vehicles and aircraft.

(2) Office supplies and equipment.

(3) Miscellaneous contractual support for operational units as well as higher headquarters.

(4) Postal costs to include use of automated stamp machines paid for directly or on a non-reimbursable basis.



(5) Other cost categories used in support of the ROTC programs that are procured using O&M appropriations (i.e., professional development courses for staff, fuel costs, shipment charges, and miscellaneous expenses) .

3. **Procurement Appropriations.** Those costs associated with the procurement or purchase of equipment costing less than \$15,000 which are used in direct support of the ROTC program. It includes items procured for colleges, field **and/or** regional organizations as well as higher headquarters.

a. **Computers (Automation).** The purchase of micro-, mini- or main-frame computers whose function is support of a ROTC program. In addition, the purchase of hardware or other machinery falling within the regulations which govern procurement funds (not in definition for paragraph 2.e.).

b. **Equipment.** The use of procurement funds for the purchase of equipment or any other machinery used in direct support of the ROTC program.

c. **Supplies.** The use of procurement funds for the purchase of supply items used in direct support of a ROTC program (not in definition for paragraph 2.j.).

4. **Cadet Study Majors.** Cadet classification by majors shall be limited to the following eight categories:

a. **Engineering.** Those cadets who are enrolled in an engineering curriculum (i.e., aeronautical, industrial, mechanical, civil, etc.) for their major field of study.

b. **Physical Sciences.** Those cadets who are enrolled in a curriculum which leads to a degree in any of the physical sciences (i.e., astronomy, chemistry, physics, etc.) for their major field of study.

c. **Pharmacy.** Those cadets who are enrolled in a curriculum which leads to a degree in pharmacy as the major field of study.

d. **Nursing.** Those cadets who are enrolled in a curriculum which leads to a degree in nursing as the major field of study.

e. **Biological Sciences.** Those cadets who are enrolled in a curriculum which leads to a degree in any of the biological sciences (i.e., botany, zoology, biology, etc.) as the major field of study.

f. **Social Sciences and/or Humanities.** Those cadets who are enrolled in a curriculum which leads to a degree in either the humanities (i.e., literature, art, philosophy, etc.) or social

— sciences (i.e. , economics, anthropology, psychology, etc.) as the major field of study.

9" Business. Those cadets who are enrolled in a curriculum which leads to a degree in any of the areas of business (i.e., accounting, marketing, finance, etc.) as the major field of study .

h. Other. Those cadets who are enrolled in a curriculum not previously defined (paragraphs 4a. through **4.g.**, above).

COMPLETION INSTRUCTIONS FOR DD FORM 2609  
"RESERVE OFFICERS TRAINING CORPS RESOURCES SUMMARY REPORT"

For each Military Service (to include its Reserve component), display for the ROTC program the total FY obligations attributable to a resource designation for the 4 years requested.

**1. Military Personnel Appropriation and/or Reserve Personnel Appropriation.** For that account, display total costs for the following items:

a. Staff and/or Support. Display total military pay for both Active and Reserve Component personnel.

b. Cadet Pay. Display total amount for military pay to both scholarship and non-scholarship cadets.

c. Cadet Subsistence. Display total amount of funds used for cadet subsistence.

d. Cadet Travel. Display total amount of funds used for cadet travel.

e. Cadet (Other). Display total amount of funds not identified in items 1a. through 1.d. which support cadets under that appropriation.

f. Subtotal. Display total amount funded under the title "**Military Personnel Appropriation**" and/or "Reserve Personnel **Appropriation**", and if applicable, "**National Guard Personnel Appropriations**" (paragraphs 1a. through i.e., above) .

**2. Operation and Maintenance (O&M).** For that account, display total costs for the following items:

a. Civilian Pay. Display total amount funded for civilian pay.

b. Travel. Display total amount funded for all travel by military (except cadets) and civilian personnel.

c. Advertising. Display total amount funded for advertising in support of the ROTC program.

d. Audio and/or Visual. Display total amount funded for audio and/or visual supplies and services.

e. Computers (Automation). Display total amount funded for computers to include computer support costs.

f. Communications. Display total amount funded for communication costs.

9. Scholarship. Display the total amount of funding for scholarships.

h. Educational Skills. Display the total amount funded for supplementary training skills in support of the ROTC program.

i. Training Camp Overhead. Display the total amount funded for basic and advanced training courses.

j. Real Property Maintenance. Display the total amount of funds expended under the heading, "Real Property Maintenance."

k. Other. Display the total amount for other O&M costs not reported in another category (paragraphs 2a. through 2.j., above) .

l. Subtotal. Display the total of all costs funded under the heading, "Operation & Maintenance Appropriations" (paragraphs 2a. through 2.k., above) .

3. Procurement Appropriations. For that account, display total costs for the following items:

a. Computers (Hardware). Display the total amount funded for the purchase of computers or related hardware.

b. Equipment (Other). Display the total amount funded for the purchase of equipment or machinery.

c. Subtotal. Display the total amount of funds reported for Procurement Appropriations (paragraphs 3a. through 3.c., above) .

4. Service Totals. Display the sum (paragraphs 1.f., 2.1., and 3.c. , above) of all ROTC resources expended by the Service.

Attachment

DD Form 2609, "RESERVE OFFICERS TRAINING CORPS RESOURCES SUMMARY REPORT," NOV 91

RESERVE OFFICERS TRAINING CORPS RESOURCES SUMMARY REPORT					REPORT CONTROL SYMBOL	
(Dollars in Thousands)					RCS # DD-FM&P (A) 1874	
A. SERVICE					B. DATE OF REPORT	
ARMY					January 15, 1992	
(1) Cost Category	(2) FY 1990 Actual	(3) FY Programmed	(4) FY Current Estimate	(5) FY President's Budget	(6) FY President's Budget	
1. MILITARY PERSONNEL AND RESERVE PERSONNEL APPROPRIATION						
a. STAFF/SUPPORT	180,179					
b. CADET PAY	7,805					
c. CADET SUBSISTENCE	18,811					
d. CADET TRAVEL	8, =					
e. CADET (Other)	10,984					
f. SUBTOTAL	225,942					
2. OPERATION AND MAINTENANCE APPROPRIATION						
a. CIVILIAN PAY	26,606					
b. TRAVEL	6,215					
c. ADVERTISING	9,558					
d. AUDIO/ VISUAL	2,619					
e. COMPUTERS (Automation)	2,757					
f. COMMUNICATIONS	1,129					
g. SCHOLARSHIPS	61,500					
h. EDUCATIONAL SKILLS	141					
i. TRAINING CAMP OVERHEAD	6,464					
j. REAL PROPERTY MAINTENANCE	553					
k. OTHER (ROTC Support)	7,096					
l. SUBTOTAL (O&M)	124,636					
3. PROCUREMENT APPROPRIATION						
a. COMPUTERS (Hardware)	365					
b. EQUIPMENT (Other)	270					
c. SUBTOTAL	635					
4. TOTALS	351,213					

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COMPLETION INSTRUCTIONS FOR DD FORM 2610  
"RESERVE OFFICERS TRAINING CORPS MANPOWER DATA"

For each Service, display all military and civilian personnel involved in either direct or indirect support of the ROTC program. Each Military Service (to include its Reserve Component) should reflect end strengths, workyears, and military pay with the cost of retirement accrual. Military pay should be shown in thousands of dollars reflecting a standardized cost for enlisted pay and officer pay based on an average workyear. For civilian personnel, show only standard compensation costs.

1. Headquarters Level. All personnel and costs associated with Headquarters activities.

a. Officers (Active). Display end strengths, work years, and compensation associated with all active duty military officers assigned at the Headquarters or similar activities responsible for the immediate direction of ROTC operations. Do not include officers assigned to general staff or similar activities whose primary function is policy guidance or whose responsibilities are split among major officer acquisition programs.

b. Officers (Reserve components). Display end strengths, work years, and compensation associated with all Reserve component officers funded under the active or Reserve personnel appropriations on active duty tours or utilizing man-day spaces while assigned at Headquarters or similar activities responsible for the immediate direction of ROTC operations. Do not include officers assigned to general staff or similar activities whose primary function is policy guidance or whose responsibilities are split among major officer acquisition programs.

c. Enlisted. Display military end strengths, work years, and compensation associated with all enlisted personnel assigned at the Headquarters or similar activities responsible for the immediate direction of ROTC operations. Do not include enlisted personnel who are assigned to general staff or similar activities whose primary function is developing policy guidance.

d. Civilians. Display civilian end strengths, work years, and compensation associated with all civilian personnel assigned at the Headquarters or similar activities responsible for the immediate direction of ROTC operations. Do not include civilian personnel assigned to general staff or similar activities whose primary function is developing policy guidance.

2. Field and/or Regional Level. Display all personnel and compensation associated with the administrative support and supervision of ROTC programs at the brigade, area, or group

echelon. That level includes all personnel and costs below the Headquarters level, but above the unit level.

a. Officers (Active). Display all military officer end strengths, work years, and compensation costs associated with the administrative support and supervision of ROTC programs below the Headquarters level, but above the unit echelon (college level).

b. Officers (Reserve Components). Display all Reserve officer end strengths, work **years, and compensation costs** associated with the administrative support and supervision of ROTC programs below the Headquarters level, but above the unit echelon (college level).

c. Enlisted. Display all military enlisted personnel end strengths, work years, and compensation costs associated with the administrative support and supervision of ROTC programs below the Headquarters level, but above the unit echelon.

d. Civilian. Display all civilian personnel end strengths, work years, and compensation costs associated with the administrative support and supervision of ROTC programs below the Headquarters level, but above the unit echelon.

3. Operating Unit (College and/or University). All enlisted and officer personnel involved with the actual instructing or day-to-day operations of a ROTC program.

a. Instructors (Active). Display the end strengths, work years, and compensation costs associated with all active duty officers who are assigned as instructors to a ROTC unit.

b. Instructors (Reserve components). Display the end strengths, work years, and compensation costs associated with all Reserve officers who are assigned as instructors to a ROTC unit.

c. Support (Active-Officers). Display the end strengths, work years, and compensation costs of active duty officers who provide direct support to ROTC cadets.

d. Support (Reserve Component-Officers). Display the end strengths, work years, and compensation costs for all Reserve Component officers on active duty or utilizing man-day spaces to provide direct support to ROTC cadets.

e. Support (Enlisted). Display the end strengths, work years, and compensation costs of enlisted personnel who provide direct support to ROTC cadets. That category includes enlisted personnel workday spaces (converted to workyears), as well as full- and part-time personnel.

f. **Support [Civilians]**. Display the end strengths, work years, and compensation costs of civilian personnel who provide direct support to ROTC cadets. That category includes civilian workday spaces (converted to workyears) , as well as full- and part-time personnel.

4. **Training Skills**. Display all personnel and compensation associated with direct involvement with ROTC cadets to provide basic and advanced training during summer sessions. For this category use workday spaces (converted to workyears) when accounting for less than full- and part-time personnel.

a. **Officer (Active)**. Display end strengths, workyears, and compensation costs for all full- and part-time military personnel having direct involvement with the ROTC program who have not been accounted for previously. For consistency, request that workday spaces be converted to workyear figures.

b. **Officer (Reserve Components)**. Display end strengths, work years, and compensation costs for all full- and part-time military personnel having direct involvement with the ROTC program who have not been accounted for previously. For consistency, request that all workday spaces be converted to workyear figures.

c. **Enlisted**. Display end strengths, work years, and compensation costs for all **full-** and part-time military personnel having direct involvement with the ROTC program **who** have not been accounted for previously. For consistency, request that workday spaces be converted to workyear figures.

d. **Civilian**. Display the end strengths, work years, and compensation costs of civilian personnel having direct involvement with the ROTC program who have not been accounted for previously. That category includes civilian workday spaces (converted to workyears), as well as **full-** and part-time personnel.

5. **Other Support**. All other personnel and compensation associated with the indirect support of a ROTC unit not accounted for previously. It would include personnel assisting operational units (colleges and universities) as well as those used in support of basic and advanced training during summer camp **and/or** field training sessions. If necessary, for that category use workday spaces (converted to workyears) when accounting for less than **full-** and part-time personnel.

a. **Officer [Active]**. Display end strengths, **work years**, and compensation costs for all full- and part-time military personnel performing indirect support for ROTC units who have not been accounted for previously. For consistency, request that workday spaces be converted to workyear figures.



b. Officer (Reserve Components). Display end strengths, work years and compensation costs for all full- and part-time military personnel performing indirect support for ROTC units who have not been accounted for previously. For consistency, request that workday spaces be converted to workyear figures.

c. Enlisted. Display end strengths, work years and compensation costs for all **full-** and part-time military personnel performing indirect support for ROTC units who have not been accounted for previously. For consistency, request that workday spaces be converted to workyear figures.

6. ROTC Manpower Totals:

a. Military Personnel Totals. Display the sum of end strengths, work years, and compensation costs (paragraphs 1a., 1b., 1.c., 2a., **2.b., 2.c.,** 3a. through **3.e.,** 4a., **4.b., 4.c., 5.a** and **5.b.**). This total should be the same as shown for military pay on the "RESERVE OFFICERS TRAINING CORPS RESOURCES REPORT" (paragraph 1a.) on page 2-1.

b. Civilian Personnel Totals. Display the sum of end strengths, work years, and compensation costs (paragraphs **1.d., 2.d., 3.f., 4.d.,** and **5.c.,** above). That total should be the same as shown for civilian pay on "RESERVE OFFICERS TRAINING CORPS RESOURCES REPORT" (paragraph 2a.) on page 2-1.

Attachment

DDForm 2610, "RESERVE OFFICERS TRAINING CORPS MANPOWER DATA,"  
NOV 91

RESERVE OFFICERS TRAINING CORPS MANPOWER RESOURCES (Dollars in Thousands)			A. SERVICE ARMY			B. DATE OF REPORT January 21, 1991			REPORT CONTROL SYMBOL FCS: DDFM&P(A) 1874						
(1) Cost Category	(2) Actual FY 1990			(3) Programmed FY			(4) Current Estimate FY			(5) President's Budget FY			(6) President's Budget FY		
	End Strength	Work Years	\$ Amount w/ Retirement Pay	End Strength	Work Years	\$ Amount w/ Retirement Pay	End Strength	Work Years	\$ Amount w/ Retirement Pay	End Strength	Work Years	\$ Amount w/ Retirement Pay	End Strength	Work Years	\$ Amount w/ Retirement Pay
<b>1. HEADQUARTERS</b>															
a. OFFICER (Active)	28	28	1,730												
b. OFFICER (Reserve)	3	3	170												
c. ENLISTED	5	5	141												
d. CIVILIAN	36	37	1,172												
<b>2. FIELD/REGIONS LEVEL</b>															
a. OFFICER (Active)	15	15	928												
b. OFFICER (Reserve)	1	1	57												
c. ENLISTED	6	6	169												
d. CIVILIAN	7	7	228												
<b>3. OPERATING UNIT (College)</b>															
a. INSTRUCTORS (Active)	591	1,589	98,324												
b. INSTRUCTORS (Reserve)	368	367	20,874												
c. SUPPORT (Active Officer)	123	121	7,601												
d. SUPPORT (Reserve Officer)	172	170	9,756												
e. SUPPORT (Enlisted)	268	268	35,758												
f. SUPPORT (Civilians)	746	749	24,293												
<b>4. TRAINING SKILLS</b>															
a. OFFICER (Active)	27	27	1,668												
b. OFFICER (Reserve)	19	19	1,078												
c. ENLISTED	5	5	141												
d. CIVILIAN	23	23	749												
<b>5. OTHER SUPPORT</b>															
a. OFFICER (Active)	11	11	680												
b. OFFICER (Reserve)	16	16	907												
c. ENLISTED	7	7	197												
d. CIVILIAN	5	5	163												
<b>6. TOTALS</b>															
a. MILITARY	3,358	3,350	180,179												
b. CIVILIAN	817	822	26,606												

COMPLETION INSTRUCTIONS FOR DD FORM 2611  
"RESERVE OFFICERS TRAINING CORPS ENROLLMENT DATA"

For each Military Service sponsoring an ROTC program, display average and end strength enrollments for all cadets in **scholarship** or nonscholarship programs, as **follows**:

1. **Scholarship** Cadets. For each of the four Military Science levels, display by **FY** the average and end strength enrollments for all-scholarship cadets in the ROTC program.

a. **Military Science I.** Display the total number of scholarship enrollments who are classified as "Military Science I level."

b. **Military Science II.** Display the total number of scholarship enrollments who are classified as "Military Science II level."

c. **Military Science III.** Display the total number of scholarship enrollments who are classified as "Military Science III level."

d. **Military Science IV and V.** Display the total number of scholarship enrollments who are classified as "Military Science IV and V levels."

e. **Subtotals.** Display the total number of scholarship enrollments in Military Science levels I through V (paragraphs 1a. through 1.d., above).

2. **Scholarship Skills.** For the requested 4 years, report numbers of all scholarship enrollments in the basic course and the advanced course.

a. **Basic Course.** Display for each of the requested FYs, the average and end strengths for all scholarship enrollments in the basic course of the ROTC program.

b. **Advanced Course.** Display for each of the requested FYs, the average and end strengths for all scholarship enrollments in the advanced course of the ROTC program.

3. **Nonscholarship** Cadets. For each of the four Military Science levels, display by **FY** the average and end strengths for all nonscholarship enrollments for cadets in the ROTC program.

a. **Military Science I.** Display the total number of nonscholarship enrollments who are classified as "Military Science I level."

b. Military Science II. Display the total number of nonscholarship enrollments who are classified as "Military Science II level."

c. Military Science III. Display the total number of nonscholarship enrollments who are classified as "Military Science III level."

d. Military Science IV and V. Display the total number of nonscholarship enrollments who are classified as "Military Science IV and V levels."

e. Subtotals. Display the total number of nonscholarship enrollments who are in Military Science I through V levels (paragraphs 3a. through 3.d., above).

4. Nonscholarship Skills. For the requested 4 FYs, report numbers of non scholarship cadets attending the basic course and/or the advanced course.

a. Basic Course. For each of the requested FYs, display average and end strengths for all nonscholarship enrollments in the basic course of the ROTC program.

b. Advanced Course. For each of the requested FYs, display average and end strengths for all nonscholarship enrollments in the advanced course of the ROTC program.

3. Operational Units. For each of the requested FYs, display the number of operational units (college and/or university) by category listed.

a. Host Unit. Display the number of fully operational host units.

b. Extension Units [Parent Detachments]. Display the number of units supported by a host unit.

c. Subtotals. Display the sum of host and extension units providing ROTC programs (paragraphs 3a. and 3.b., above) .

Attachment

DD Form 2611, "RESERVE OFFICERS TRAINING CORPS ENROLLMENT DATA" , NOV 91

RESERVE OFFICERS TRAINING CORPS ENROLLMENT DATA							REPORT CONTROL SYMBOL	
A. SERVICE							RCS # DD-FM&P (A) 1874	
ARMY (ROTC)							B. DATE OF REPORT	
							Feb. 15, 1992	
(1) Cost Category	(2) Actual FY 1990		(3) Current FY		(4) President's Budget FY		(5) Presidents' Budget FY	
	Average	End Strength	Average	End Strength	Average	End Strength	Average	End Strength
<b>1. SCHOLARSHIP CADETS</b>								
a. MILITARY SCIENCE I	1,005	1,076						
b. MILITARY SCIENCE II	2,158	2,446						
c. MILITARY SCIENCE III	3,142	3,228						
d. MILITARY SCIENCE IV & V	3,193	3,032						
e. SUBTOTALS	9,489	9,782						
<b>2. SCHOLARSHIP SKILLS</b>								
a. BASIC COURSE	3,163	3,522						
b. ADVANCED COURSE	6,335	6,260						
<b>3. NON-SCHOLARSHIP CADETS</b>								
a. MILITARY SCIENCE I	26,063	24,667						
b. MILITARY SCIENCE II	11,449	10,462						
c. MILITARY SCIENCE III	6,210	5,117						
d. MILITARY SCIENCE IV & V	5,880	5,168						
e. SUBTOTALS	49,602	45,414						
<b>4. NON-SCHOLARSHIP SKILLS</b>								
a. BASIC COURSE	37,511	35,129						
b. ADVANCED COURSE	12,090	10,285						
<b>5. OPERATIONAL UNITS</b>								
a. HOSTS	315	314						
b. EXTENSION CENTERS	98	97						
c. SUBTOTALS	413	411						

COMPLETION INSTRUCTIONS FOR DD FORM 2612  
"RESERVE OFFICERS TRAINING CORPS SCHOLARSHIP DATA"

For each Military Service sponsoring a ROTC program, display male and female beginning strengths for all cadets enrolled in the scholarship program. For race and ethnicity definitions, see reference (d).

1. Cadet Race and/or Ethnicity. For each of the four Military Science levels, display by race and/or ethnicity the entering number of male and female cadets for the 2 FYs listed.

a. American Indian and/or Alaskan Native. Display the total number of scholarship enrollments under that racial **and/or** ethnic group.

b. Asian American and/or Pacific Islander. Display the total number of scholarship enrollments under that racial **and/or** ethnic group.

c. Black (Non-Hispanic). Display the total number of scholarship enrollments under that racial **and/or** ethnic group.

d. Hispanic. Display the total number of scholarship enrollments under that racial **and/or** ethnic group.

e. White (Non-Hispanic). Display the total number of scholarship students who are enrolled under that racial and/or ethnic group.

f. Other and/or Unknown. Display the total number of scholarship enrollments not accounted for in any of the above racial **and/or** ethnic groups.

g. Subtotals. Display the sum of male and female entering strengths (paragraphs 1a. through 1.f. , above) .

2. Cadet Studies Major. For each of the four Military Science levels, display by major field of study the average number of male and female cadets enrolled.

a. Engineering. Display the total number of scholarship cadets who have listed that field as their major course of study.

b. Physical Sciences. Display the total number of scholarship cadets who have listed that field as their major course of study.

c. Pharmacy. Display the total number of scholarship cadets who have listed that field as their major course of study.

d. Nursing. Display the total number of scholarship cadets who have listed that field as their major course of study.

e. Biological Sciences. Display the total number of scholarship cadets who have listed that field as their major course of study.

f. Social Science and/or Humanities. Display the total number of scholarship cadets who have listed that field as their major course of study.

g. Business. Display the total number of scholarship cadets who have listed that field as their major course of study.

h. Other. Display the total number of scholarship cadets who have not been counted under one of the above listed fields (paragraphs 2a. through 2.g., above).

i. Subtotals. Display the sum of male and female scholarship cadets for all fields of study (paragraphs 2a. , through 2.h., above).

Attachment

DDForm 2612, "RESERVE OFFICERS TRAINING CORPS SCHOLARSHIP DATA," NOV 91

RESERVE OFFICERS TRAINING CORPS SCHOLARSHIP DATA

REPORT CONTROL SYMBOL

ICE	ARMY NATIONAL	EM&P (A)
W. DATE OF REPORT		1992
Student Category	(2) Actual FY 1990	(3) Current FY
1. CADET RACE / ETHNICITY	2. CADET MAJORS	3. CADET MAJORS

1. CADET RACE / ETHNICITY	2. CADET MAJORS	3. CADET MAJORS
a. AMERICAN INDIAN / ALASKAN NATIVE	1. AMERICAN INDIAN / ALASKAN NATIVE	1. AMERICAN INDIAN / ALASKAN NATIVE
b. ASIAN AMERICAN / PACIFIC ISLANDER	2. ASIAN AMERICAN / PACIFIC ISLANDER	2. ASIAN AMERICAN / PACIFIC ISLANDER
c. BLACK (Non-Hispanic)	3. BLACK (Non-Hispanic)	3. BLACK (Non-Hispanic)
d. HISPANIC	4. HISPANIC	4. HISPANIC
e. WHITE (Non-Hispanic)	5. WHITE (Non-Hispanic)	5. WHITE (Non-Hispanic)
f. OTHER / UNKNOWN	6. OTHER / UNKNOWN	6. OTHER / UNKNOWN
g. SUBTOTALS	7. SUBTOTALS	7. SUBTOTALS
2. CADET MAJORS	8. CADET MAJORS	8. CADET MAJORS
a. ENGINEERING	9. ENGINEERING	9. ENGINEERING
b. PHYSICAL SCIENCES	10. PHYSICAL SCIENCES	10. PHYSICAL SCIENCES
c. CHEMISTRY	11. CHEMISTRY	11. CHEMISTRY
d. NURSING	12. NURSING	12. NURSING
e. BIOLOGICAL SCIENCES	13. BIOLOGICAL SCIENCES	13. BIOLOGICAL SCIENCES
f. SOCIAL SCIENCES / HUMANITIES	14. SOCIAL SCIENCES / HUMANITIES	14. SOCIAL SCIENCES / HUMANITIES
g. BUSINESS	15. BUSINESS	15. BUSINESS
h. OTHER	16. OTHER	16. OTHER
i. SUBTOTALS	17. SUBTOTALS	17. SUBTOTALS



COMPLETION INSTRUCTIONS FOR DD FORM 2613  
"RESERVE OFFICERS TRAINING CORPS NONSCHOLARSHIP DATA"

For each Military Service sponsoring a ROTC program, display **male** and female beginning strengths for all **nonscholarship** cadets enrolled in the program. For race and ethnicity definitions, see reference (d) .

1. Cadet Race and/or Ethnicity. For each of the four Military Science levels, display by race **and/or** ethnicity the average number of male and female cadets for the 2 FYs listed (DD Form 2613).

a. American Indian and/or Alaskan Native. Display the total number of **nonscholarship** enrollments under that racial and/or ethnic group.

b. Asian American and/or Pacific Islander. Display the total number of **nonscholarship** enrollments under that racial **and/or** ethnic group.

c. Black (Non-Hispanic). Display the total number of **nonscholarship** enrollments under that racial **and/or** ethnic group.

d. Hispanic. Display the total number of **nonscholarship** enrollments under that racial **and/or** ethnic group.

e. White (Non-Hispanic). Display the total number of **nonscholarship** students who are enrolled under that racial **and/or** ethnic group.

f. Other and/or Unknown. Display the total number of **nonscholarship** enrollments not accounted for in any of the above racial **and/or** ethnic groups.

g. Subtotals. Display the sum of male and female opening strengths (paragraphs 1a. , through 1.f. , above) .

2. Cadet Studies Major. For each of the four Military Science levels, display by major field of study the opening strengths for male and female cadets enrolled.

a. Engineering. Display the total number of **nonscholarship** cadets who have listed that field as their major course of study .

b. Physical Sciences. Display the total number of **non-scholarship** cadets who have listed that field as their major course of study.

c. Pharmacy. Display the total number of **nonscholarship** cadets who have listed that field as their major course of study .

d. Nursing. Display the total number of **nonscholarship** cadets who have listed that field as their major course of study.

e. Biological Sciences. Display the total number of **nonscholarship** cadets who have listed that field as their major course of study.

f. Social Sciences and/or Humanities. Display the total number of **nonscholarship** cadets who have listed that field as their major course of study.

g. Business. Display the total number of **nonscholarship** cadets who have listed that field as their major course of study.

h. Other. Display the total number of **nonscholarship** cadets who have not been counted under one of the fields listed (paragraphs 2a. through 2.g., above) .

i. Subtotals. Display the sum of male and female **non-scholarship** cadets for all fields of study (paragraphs 2a., through 2.h., above) .

Attachment

DD Form **2613**, "RESERVE OFFICERS TRAINING CORPS NONSCHOLARSHIP DATA," NOV 91

REPORT CONTROL SYMBOL

RESERVE OFFICERS TRAINING CORPS NON-SCHOLARSHIP DATA

NO. 11 OF 11

B. DATE OF REPORT

ARMY (ROTC)

DATE 17 1992

(2) Actual EV

Student Category

CA RA

c. BLACK (Non-Hispanic)

d. HISPANIC

e. WHITE (Non-Hispanic)

f. OTHER/UNKNOWN

g. SUBTOTALS

2. CADET MAJORS

a. ENGINEERING

b. PHYSICAL SCIENCES

c. PHARMACY

d. NURSING

e. BIOLOGICAL SCIENCES

f. HUMANITIES

g. BUSINESS

h. OTHER

i. SUBTOTALS

DU FORM 2013, NOV 91

**COMPLETION INSTRUCTIONS FOR DD FORM 2614**  
**"RESERVE OFFICER TRAINING CORPS COMMISSIONS"**

For each Military Service sponsoring a ROTC program, display male and female cadets commissioned through the scholarship and **non-scholarship** programs. For race and ethnicity definitions, see reference (d) .

1. **Cadet Race and/or Ethnicity.** For the previous FY (**actual**) and present FY (current), display by race and/or ethnicity the numbers of male and female cadets commissioned.

a. **American Indian and/or Alaskan Native.** Display the total number of cadets commissioned under that racial **and/or** ethnic group.

b. **Asian American and/or Pacific Islander.** Display the total number of cadets commissioned under that racial **and/or** ethnic group.

c. **Black (Non-Hispanic).** Display the total number of cadets commissioned under that racial **and/or** ethnic group.

d. **Hispanic.** Display the total number of cadets commissioned under that racial **and/or** ethnic group.

e. **White (Non-Hispanic).** Display the total number of cadets commissioned under that racial **and/or** ethnic group.

f. **Other and/or Unknown.** Display the total number of cadets commissioned who are not accounted for in any of the above racial **and/or** ethnicity groups (paragraphs 1a. through 1.e.) .

g. **Subtotals.** Display the sum of male and female cadets commissioned (paragraphs 1a. , through 1.f., above) .

2. **Cadet Studies Major.** For the previous FY (actual) and the present **FY** (current), display by major field of study the number of male and female cadets commissioned.

a. **Engineering.** Display the total number of cadets commissioned who listed that field as their major course of study .

b. **Physical Sciences.** Display the total number of cadets commissioned who listed that field as their major course of study.

c. **Pharmacy.** Display the total number of cadets commissioned who listed that field as their major course of study.

d. **Nursing.** Display the total number of cadets **commis-**

sioned who listed that field as their major course of study.

e. Biological Sciences. Display the total number of cadets commissioned who listed that field as their major course of study.

f. Social Sciences and/or Humanities. Display the total number of cadets commissioned who listed that field as their major course of study.

g. Business. Display the total number of **nonscholarship** cadets who listed that field as their major course of study.

h. Other. Display the total number of male and female cadets commissioned who are not counted under one of the fields listed above (paragraphs 2a. through **2.g.**, above).

i. Subtotals. Display by FYs the sum of male and female cadets commissioned for all fields of study (paragraphs 2a., through **2.h.**, above).

3. Type Commission. For the previous FY (actual), display by type the number of male and female cadets commissioned.

a. Regular. Display the total number of male and female cadets who received a regular commission.

b. Reserve (Active Duty). Display the total number of male and female cadets who received a Reserve commission with assignment to active duty.

c. Reserve (Other). Display the total number of male and female cadets who received a Reserve commission with assignment to the Selected Reserves **and/or** Individual Ready Reserves.

d. Subtotal. Display the sum of ROTC commissions for male and female cadets by type of commission (paragraphs 3a. through **3.d.**, above).

Attachment

**DD Form** 2614, "RESERVE OFFICERS TRAINING CORPS COMMISSIONS,"  
NOV 91

## RESERVE OFFICERS TRAINING CORPS COMMISSIONS

REPORT CONTROL SYMBOL

RCS # DDFM&amp;P(A) 1874

A. SERVICE

ARMY

B. DATE OF REPORT

January 21, 1992

(1) Student Category	(2) Scholarship				(3) Non-Scholarship			
	Actual FY 1990		Current FY		Actual FY 1990		Current FY	
	Male	Female	Male	Female	Male	Female	Male	Female
1. CADET RACE/ ETHNICITY								
a. AMERICAN INDIAN/ ALASKAN NATIVE	82	9			165	15		
b. ASIAN AMERICAN/ PACIFIC ISLANDER	108	1			220	19		
c. BLACK (Non-Hispanic)	462	48			935	83		
d. HISPANIC	272	29			548	37		
e. WHITE (Non-Hispanic)	1,795	191			3,632	321		
f. OTHER / UNKNOWN	3	0			4	13		
g. SUBTOTALS	2,722	288			5,504	488		
2. CADET MAJORS								
a. ENGINEERING	544	8			517	7		
b. PHYSICAL SCIENCES	462	12			635	21		
c. PHARMACY	82	5			220	12		
d. NURSING	298	139			740	249		
e. BIOLOGICAL SCIENCES	245	31			681	54		
f. SOCIAL SCIENCES/ HUMANITIES	218	37			820	49		
g. BUSINESS	636	44			1,837	80		
h. OTHER	137	12			54	16		
i. SUBTOTALS	2,722	288			5,504	488		
3. TYPE COMMISSION								
a. REGULAR	1,964	218			83	15		
b. RESERVE (Active Duty)	748	65			1,371	146		
c. RESERVE (Other)	10	5			4,050	327		
d. SUBTOTAL	2,722	288			5,504	488		

Jan 21, 92, 1215.16 (Encl 7, Atch 1)

COMPLETION INSTRUCTIONS FOR DD FORM 2615  
"SUPPLEMENTAL TRAINING IN SUPPORT OF  
RESERVE OFFICERS TRAINING CORPS"

If applicable, for each Military Service conducting supplemental training in support of a ROTC program, display male and female enrollments by race and/or ethnicity categories. Additionally, supplemental programs shall be accounted for with completion of "RESERVE OFFICERS TRAINING CORPS RESOURCES SUMMARY REPORT" (enclosure 2), and **"RESERVE OFFICERS TRAINING CORPS MANPOWER DATA"** (enclosure 3). For race and ethnicity definitions, see reference (d) .

1. Cadet Race and/or Ethnicity. For the previous **FY (actual)** and present FY (current), display by race and/or **eth-**nicity the numbers of male and female enrollments considered for a particular pre-commissioning program.

a. American Indian and/or Alaskan Native. Display the total number of enrollments under that racial **and/or** ethnic group.

b. Asian American and/or Pacific Islander. Display the total number of enrollments under that racial **and/or** ethnic group.

c. Black (Non-Hispanic). Display the total number of enrollments under that racial **and/or** ethnic group.

d. Hispanic. Display the total number of enrollments under that racial and/or ethnic group.

e. White (Non-Hispanic). Display the total number of enrollments under that racial and/or ethnic group.

f. Other. Display the total number of enrollments who are not accounted for in any of the above racial and/or ethnic groups (paragraphs 1a. through 1.e.).

g. Subtotals. Display total enrollments by gender targeted at each officer educational program (paragraphs 1a. through 1.f., above).

Attachment

DD Form 2615, "SUPPLEMENTAL TRAINING IN SUPPORT OF RESERVE OFFICERS TRAINING CORPS", NOV 91

SUPPLEMENTAL TRAINING IN SUPPORT OF RESERVE OFFICERS TRAINING CORPS													REPORT CONTROL SYMBOL			
<div style="display: flex; align-items: center;"> <div style="font-size: 4em; margin-right: 10px;">S</div> <div> <b>A. SERVICE</b>            ARMY         </div> </div>													<b>RCS #</b> DDFM&P(A)1874			
<b>B. DATE OF REPORT</b> January 21, 1992																
(1) Student Category	(2) Actual FY <u>1991</u>								(3) Current FY _____							
	Academy		ROTC		OCS/OTS		Other		Academy		ROTC		OCS/OTS		Other	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>I. CADET RACE / ETHNICITY</b>																
a. AMERICAN INDIAN / ALASKAN NATIVE	2	1	4	3	1	0	9	3								
b. ASIAN AMERICAN / PACIFIC ISLANDER	1	0	3	2	1	0	7	1								
c. BLACK (Non-Hispanic)	3	1	43	12	2	1	21	6								
d. HISPANIC	1	0	23	3	0	0	18	4								
e. WHITE (Non-Hispanic)	1	0	41	3	1	0	19	5								
f. OTHER / UNKNOWN	0	0	2	0	0	0	2	0								
g. SUBTOTALS	8	2	114	23	5	1	76	19								

Jan 21, 92, 1215.16 (Encl 8, Atch 8)